



VOLUME 21 ISSUE 3

# KCJIS NEWS

AUGUST 2019

## ECITATION REPOSITORY

### KARLI KOCI, PROGRAM CONSULTANT II KBI

As many of you may already be aware, the Citation Record Entry (CRE) application into the state citation repository has been available for participation from agencies since April 1, 2019. The citation repository is not required by statute, so submission into the repository is voluntary. The repository is designed to collect citation data from state law enforcement agencies and make the data available to fellow law enforcement agencies. The eCitation repository will provide more information to law enforcement personnel when dealing with potential violators and will assist prosecutors with their research.

Electronic submission to the eCitation repository is also available through an interface from your agency's vendor to the KBI. The interface between Huber & Associates (Enterpol) and the KBI's eCitation repository is currently in the testing phase and will soon be deployed to all Huber & Associates agencies. If your agency is interested in submitting citation data electronically to the CRE, please contact your vendor to see if there has been any discussion of a contract with the KBI.

The KBI would like to encourage all Kansas law enforcement agencies to participate in this information sharing repository. Please contact Karli Koci at [Karli.Koci@kbi.ks.gov](mailto:Karli.Koci@kbi.ks.gov) or (785) 296-0492 to discuss training opportunities and additional capabilities of the CRE.

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## ASSET FORFEITURE REPORTING IS UNDERWAY!

### JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The new Kansas Asset Seizure for Forfeiture Repository (KASFR) that has been created per K.S.A. 60-4127 has been collecting data for about a month. Please see the questions and answers below for more clarity.

- **What exactly needs to be reported?**

Any time you make a seizure of property and there is intent to potentially forfeit that property at any time, you need to fill out an incident report. This includes incidents where you decide to return the property to the owner, transfer to federal agency, or file the civil forfeiture case with the court. If the property was seized strictly as evidence with no intent to forfeit, you do not have to complete an incident report.

- **Do I need to report anything now?**

The law just came into effect on July 1. You are responsible for submitting an incident report within 60 days of a disposition of the seized property. A disposition could be the signature on the journal entry or the date the decision was made to either return the property to the owner or transfer it to a federal agency. The annual financial summary report is due February 1st of every year and will collect data from the previous year.

- **Do I have to report anything even if my agency doesn't do forfeitures?**

If you are an active law enforcement agency who is not covered by another agency, you must at least submit an annual report. If you had no forfeitures during the reporting period, you would simply fill out an annual report. If you have no balance, no expenditures, and no deposits, you would leave those fields as zeros.

- **How do I get access to do the reports?**

The reports are located at <https://kasfr.kbi.ks.gov>. You will need to obtain a login before gaining access to submit a report. Email Jessica Crowder to gain access.

## ASSET FORFEITURE REPORTING IS UNDERWAY!, CONTINUED

### JESSICA CROWDER, PROGRAM CONSULTANT II KBI

- Is it ok if I keep seized currency as evidence instead of putting it in a bank account?

Yes. It is ok to hold cash as evidence until it is forfeited. Make sure you have a good tracking system for that currency. You will still report it in the pending state forfeiture fund section of the annual form as if it were in a bank account. Make sure you submit an incident report after the disposition within 60 days.

- What happens if an agency does not send information regarding their seizures for forfeiture?

The agency will be notified that they are not in compliance and will be allowed 30 days to make a correction. If the agency does not come back into compliance by sending the requested information, the KBI Director will notify the agency's district or county attorney that the specified agency will not be allowed to do forfeitures until the agency is back into compliance.

- Who needs to submit an incident report when more than one agency was involved in the case?

If the seizure took place within a multi-jurisdictional task force, only the lead agency (or seizing and holding agency) would complete the incident report. If another agency receives any portion of the forfeiture, they will include that on their annual report.

Training is available and we are still looking for agencies to host starting in September. Below is a list of trainings currently scheduled. Please contact Jessica Crowder at [Jessica.Crowder@kbi.ks.gov](mailto:Jessica.Crowder@kbi.ks.gov) or (785) 296-8338 for any questions or to register for training.

## ISD FIELD SUPPORT TRAINING

### JESSICA CROWDER, PROGRAM CONSULTANT II KBI

See below for the ISD Field Support Training schedule. To attend this complimentary training, please register with the Kansas Bureau of Investigation (KBI) receptionist at [AnnexFrontDesk@kbi.state.ks.us](mailto:AnnexFrontDesk@kbi.state.ks.us) or (785) 296-7404. When registering please include the following information: Specific date, class, and how many from your agency will be attending. Also, please provide an email or phone number for follow-up confirmation. Register early as seating is limited!

#### Topeka

KBI HQ Main Conference Room

1620 SW Tyler

Topeka, KS 66612

- 8/28/2019, 8:30am–12:00pm—KIBRS
- 8/28/2019, 1:00pm–3:00pm—Asset Forfeiture Reporting/Use of Force

#### Topeka

KBI HQ Main Auditorium

1620 SW Topeka Blvd

Topeka, KS 66612

- 8/29/2019, 8:30am–12:00pm—Offender Registration/KsORT
- 8/29/2019, 1:00pm–4:30pm—Switch/KCJIS Web Portal

#### Topeka

KBI Annex Training Room

1631 SW Topeka Blvd

Topeka, KS 66612

- 8/28/2019, 8:30am–12:00pm—Criminal History
- 8/28/2019, 1:00pm–4:30pm—Rapsheet Differences
- 8/29/2019, 8:30–12:00pm—eCitation/Offender DNA Collection
- 8/29/2019, 1:00pm–4:30pm—10 Print Identification
- 12/18/2019, 8:00am–12:00pm—KORA & KsORT

#### St. John (location TBD)

- 10/8/2019, 8:30am–12:00pm—Criminal History
- 10/8/2019, 8:30am–12:00pm—10 Print Identification
- 10/8/2019, 1:00pm–4:30pm—KIBRS
- 10/8/2019, 1:00pm–4:30pm—Rapsheet Differences
- 10/10/2019, 8:30am–12:00pm—DNA/eCitation
- 10/10/2019, 8:30am–12:00pm—Offender Registration/KsORT
- 10/10/2019, 1:00pm–4:30pm—Switch/KCJIS Web Portal
- 10/10/2019, 1:00pm–3:00pm—Asset Forfeiture Reporting

#### Park City

Park City Police Department

1941 E 61st St. N

Park City, KS 67219

- 10/8/2019, 8:30–12:00pm—Offender DNA Collection/eCitation
- 10/8/2019, 8:30–12:00pm—Offender Registration/KsORT
- 10/8/2019, 1:00pm–4:30pm—Switch/KCJIS Web Portal
- 10/8/2019, 1:00pm–4:30pm—Asset Forfeiture Reporting
- 10/9/2019, 8:30–12:00pm—Criminal History
- 10/9/2019, 8:30–12:00pm—10 Print Identification
- 10/9/2019, 1:00pm–4:30pm—KIBRS
- 10/9/2019, 1:00pm–4:30pm—Rapsheet Differences

## ISD FIELD SUPPORT TRAINING, CONTINUED

### JESSICA CROWDER, PROGRAM CONSULTANT II KBI

#### Independence

Memorial Hall building  
410 N Pennsylvania Avenue  
Independence, KS 67301

- 10/9/2019, 8:30–12:00pm—DNA/eCitation
- 10/9/2019, 8:30–12:00pm—Offender Registration/KsORT
- 10/9/2019, 1:00pm–4:30pm—Switch/KCJIS Web Portal
- 10/9/2019, 1:00pm–3:00pm—Asset Forfeiture Reporting
- 10/10/2019, 8:30am–12:00pm—KIBRS
- 10/10/2019, 8:30am–12:00pm—Criminal History
- 10/10/2019, 1:00pm–4:30pm—10 Print Identification
- 10/10/2019, 1:00pm–4:30pm—Rapsheet Differences

#### Overland Park

Overland Park Police Department  
8500 Antioch Road  
Overland Park, KS 66212

- 8/8/2019, 10:00am–12:00pm—Asset Forfeiture Reporting

#### Paola

Miami County Sheriff's Office  
209 S Pearls St.  
Paola, KS 66071

- 8/15/2019, 9:00am–11:00 am—Asset Forfeiture Reporting

#### Winfield

EIC Building  
321 E 10th St.  
Winfield, KS 67156

- 8/27/2019, 1:00pm–3:00pm—Asset Forfeiture Reporting

#### Salina

KHP Troop C, Room 37  
2019 E Iron  
Salina, KS 67401

- 9/18/2019, 10:00am–12:00pm—Asset Forfeiture Reporting & eCitation

#### Clay Center

Emergency Management Building  
703 2nd St.  
Clay Center, KS 67432

- 9/25/2019, 10:00am–11:30am—Asset Forfeiture Reporting

#### Webinars

- 8/13/2019, 10:00am–12:00pm—Asset Forfeiture Reporting
- 8/19/2019, 2:00pm–4:00pm—Asset Forfeiture Reporting
- 8/29/2019, 2:00pm–4:00pm—Asset Forfeiture Reporting
- 9/4/2019, 10:00am–12:00pm—Asset Forfeiture Reporting
- 9/11/2019, 8:00am–12:00pm—KORA & KsORT
- 9/16/2019, 2:00pm–4:00pm—Asset Forfeiture Reporting
- 10/2/2019, 8:00am–12:00pm—KORA & KsORT
- 11/13/2019, 8:00am–12:00pm—KORA & KsORT
- 12/4/2019, 1:00pm–5:00pm—KORA & KsORT



## KANSAS ECOURT: CCMS PROJECT UPDATE, CONTINUED KCJIS COMMITTEE

### Refinements to Case Management System

The date change was to allow for important refinements to the case management system before courts begin using it. These refinements will ensure the system aligns with Kansas court needs in these areas:

- Case processing
- Courtroom processing
- Financials
- Dispositions
- Forms

### Track 1 Go-Live Schedule

To prepare Track 1 courts to convert from FullCourt to the new centralized case management system, the courts must stop taking electronic filings and electronic payments. Attorneys will not be allowed to fax file during this time. Pro se filers may continue to fax file.

[Supreme Court Administrative Order 302](#) establishes the schedule and procedures for case management system implementation in Track 1 courts.

The conversion schedule is:

#### July 30 (Tuesday)

At 5 p.m., Track 1 courts stop taking electronic filings and electronic payments.

#### July 31 and August 1 (Wednesday and Thursday)

Track 1 courts accept paper and fax filings. Payments must be made in cash or by paper check.

#### August 2 (Friday)

Track 1 courts close clerks' offices. Clerks' office staff will begin entering paper filings into new case management system.

Clerks' offices will post a telephone number for persons who need urgent court help, such as processing requests for protection from abuse or protection from stalking.

District courts will continue to operate; only clerks' offices will be closed.

#### August 5 (Monday)

Electronic filings and electronic payments resume at 12:01 a.m. for track 1 courts, and courts are using new case management system.

### Updated and New Rules

Attorneys must follow updated and new rules:

- [Supreme Court Rule 111: Form of Pleadings and Other Documents](#) (amended June 14, 2019)

This amended rule applies to all filings in all courts. It defines the format for pleadings and other documents.

- [Supreme Court Rules 20-24: Kansas eCourt Rules](#) (adopted June 14, 2019)

Unless otherwise indicated, these rules apply to courts as they are brought onto the new case management system. They require the filer to correctly designate the case and document type. They also require the filer to indicate if the document complies with Rule 24 protecting personally identifiable information or if it is filed under seal.

These rules are necessary to protect individuals' personally identifiable information as district court records are made accessible through a public access portal as part of the new centralized case management system.

### Future Tracks

We anticipate future tracks to go live as anticipated in the [Kansas eCourt: Statewide Rollout Plan](#).

## PATCH MANAGEMENT POLICY REMINDER

**DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP**

Here's a friendly reminder to review KCJIS Policy **5.10.4.1** - Patch Management. In short, failure to address vulnerabilities in your information systems will be found out of compliance.

For instance, some of you may have received notices or otherwise been reminded of upcoming dates about Microsoft products that will no longer be supported.

**Windows 7 reaches end of life on January 14, 2020...**meaning Microsoft will discontinue all FREE support including fixes to address new breaches, exploits, viruses, and attacks, leaving Windows 7 computers vulnerable. Microsoft will offer **paid** support for a limited time after next January (For users of Windows 7 Professional and Windows 7 Enterprise, you can purchase Extended Security Updates through January 2023. For an in-depth FAQ about Windows 7 Extended Security Updates, please download the [Microsoft End of Support FAQ](#)).



Without maintenance support, Windows 7 will no longer be compliant, and more importantly, your network and any connected enterprises with which they share a trust relationship is vulnerable.



### How to Prepare?

The best thing to do, is work with your IT Administration as soon as possible. Target all your Windows 7 PCs (or OTHER End of Life products) and create a plan to upgrade or replace them.

Here's a link to help you out: <https://support.microsoft.com/en-us/help/4487594/prepare-now-for-end-of-support-in-2019-and-2020>.

Instead of using an unsupported operating system, upgrade to the most recent OS. Windows 10 provides better security, and Microsoft will provide support for it through October 13, 2025.

Upgrading to a new operating system takes time and careful planning, particularly if you have numerous machines and systems. A smooth and successful transition to a new operating system requires you to:

- Identify machines that need to be upgraded or replaced
- Develop a timeline and budget to upgrade or replace
- Employees may need to be trained on the new system
- Implement security controls to separate critical systems from Windows 7 machines that cannot be upgraded or removed

Here are more links to help you plan:

Windows Lifecycle Fact Sheet: <https://support.microsoft.com/en-us/help/13853/windows-lifecycle-fact-sheet>

For what has been tested to work with KCJIS, use your KCJIS token to access an updated KCIS Computer Specifications page in the **KS Technical Information** section under the **Information** Menu Tab of the KCJIS Web Portal.

## A NOTE FROM THE KCJIS COMMITTEE

Upcoming conferences of interest:

- KEMA Conference—September 10-13, Ramada Convention Center, Topeka
- Fall APCO Conference—October 7-9, Prairie Band Casino, Mayetta
- Fall KCDA Conference—October 21-22, location TBD, Wichita
- Fall KSA Conference—November 5-7, KS Star Casino, Mulvane

The Kansas Criminal Justice Information System (KCJIS) Committee would like to hear from you. We would like to showcase the good work your staff and your agency do every day in this quarterly newsletter. If you have something to share, please submit your story to David Marshall, Director of the KCJIS Committee at [david.t.marshall@ks.gov](mailto:david.t.marshall@ks.gov) to let us know how you used CJIS information to close a case, successfully prosecute a case, assist the public, etc. We would love to hear from you!

## KCJIS USER GROUPS

### SHERRY WEBB, PROGRAM CONSULTANT KBI

I am happy to share with you that we have three new regional KCJIS User Group leaders. The new leaders are Jana Best with Wichita Police Department for the Southcentral region, Sara McDonald with Oakley Police Department for the Northwest region, and Brandi Walker with Hodgeman County Sheriff's Office for the Southwestcentral and Southwest regions (combined for the time being).

Here are the upcoming meetings schedule for this quarter. We would love to see you there!

- August 7<sup>th</sup> – Southcentral region will be meeting at Kansas Highway Patrol (KHP) Troop F Headquarters, 1900 E Tigua St. in Kechi, 1:00pm-4:00pm. Contact Jana Best at [jb主@wichita.gov](mailto:jb主@wichita.gov) for more information.
- August 27<sup>th</sup> – Southwest Central/Southwest regions will be meeting at Garden City Police Department, 304 N Ninth St. in Garden City, 1:30pm-4:30pm. Contact Brandi Walker at [bwalker.hgso@gmail.com](mailto:bwalker.hgso@gmail.com) for more information.
- August 28<sup>th</sup> – Northwest region, will be meeting at Logan County EMS Building, 702 W 3<sup>rd</sup> in Oakley, 1:00pm -4:00pm. Contact Sara McDonald at [sam.opd520@gmail.com](mailto:sam.opd520@gmail.com) for more information.
- August 29<sup>th</sup> – Northcentral region will be meeting at Rooks County Sheriff's Office, 803 S Elm in Stockton, 10:00am-2:00pm. Contact Becky Snook at [bsnook@mitchellcountyks.gov](mailto:bsnook@mitchellcountyks.gov) for more information.
- September 5<sup>th</sup> – Northeast region will be meeting at the Kansas Bureau of Investigation (KBI), 1620 SW Tyler in Topeka, 12:00pm-3:00pm. Contact Michelle Reinhart at [michellelreinhart@gmail.com](mailto:michellelreinhart@gmail.com) for more information.
- September 25<sup>th</sup> - Southeast region will be meeting at Parsons Municipal Building, 112 S 17<sup>th</sup> St, in Parsons, 10:00am-2:00pm. Contact Angie Murphy at [amurphy@allencounty911.org](mailto:amurphy@allencounty911.org) for more information

I am going to begin highlighting a region of our user groups each quarter. Here is what Director Angie Murphy has to share about the Southeast region:

We are excited to see that every region in the state has mimicked the KCJIS meetings started by the NE area many years ago. For as long as I can remember the Marshall County team has hosted a very productive and informative KCJIS meeting in Topeka. In 2012, the SE Region mirrored their efforts by creating a joint regional PSAP and KCJIS meeting to help the flow of information, increase communication, fill our gap of curiosity, and help our team capture industry intelligence at scale. In addition to informative guest speakers, we get hands on examples from the KHP and KBI, training from the Kansas Office of Emergency Communications, and important updates from the Kansas 911 Coordinating Council. Every member has an equal opportunity to participate and communicate their ideas. Our meetings are intended to be a two-way communication channel.

The KCJIS/PSAP meetings help to keep everyone informed, serve as a platform for problem solving, ensure everyone is receiving updated information from state agencies and therefore following policies and procedures as well as sharing organizational goals and ideas for achieving them.

These quarterly meetings are held at alternating locations around the southeast and lower northeast corner of the state. They are scheduled from 10am-2pm with a working lunch. The morning is usually dedicated to KCJIS users and the afternoon to PSAP management. The meetings are open to anyone however our targeted audience includes dispatch supervisors, directors, managers, technical agency coordinators (TACs), local agency security officers (LASOs), and KCJIS users.

Many people are already taking advantage of a regularly scheduled KCJIS/PSAP meeting in their area where outside speakers and experts are there to discuss key topics. However, if you are ever interested in attending one in the Southeast region please don't hesitate to drop in.

If you have any questions regarding the user groups, or a topic/training that you would like to share please contact me at [sherry.webb@kbi.ks.gov](mailto:sherry.webb@kbi.ks.gov).



## NEWS FROM THE KBI HELP DESK

### JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

#### Did you know? OpenFox – Log Off or Close

Did you know there is a difference in how messages are routed when you log out of OpenFox? Many agencies have trouble-node routing configured for their primary terminal. This allows messages to roll over to another terminal(s) when the primary “Deliver To” terminal goes down or becomes unavailable.

When using the “log off” option in OpenFox, messages will continue to be delivered to your terminal as if you were still logged in. If this terminal happens to be the “Deliver To” or primary terminal for your agency, and trouble-node routing is in place, those messages will not be routed. This is important to know, especially if this terminal is responsible for hit confirmations. A log off could be used when there is a shared network login account to a computer, but there are multiple OpenFox users. One user logs out, and the next shift logs in.

On the flip side, closing out of OpenFox will stop messages coming to the terminal and will initiate the trouble-node routing if applicable. To close out of OpenFox, you can click the “X” in the upper right hand corner, or you can click the small terminal icon in the upper left hand corner, or you can simply use the keyboard shortcut of **ALT+F4**.

#### AFIS Project Manager Retires

The AFIS Project Manager, Ely Meza, has retired. We wish him well in his retirement. Moving forward, the process for AFIS support has changed. Please see the information below on who to contact for AFIS related issues.

##### For assistance with the connectivity of a livescan to the KBI AFIS, please follow these instructions:

1. Contact the Kansas Bureau of Investigation (KBI) Help Desk at (785) 296-8245.
2. For SecuRemote VPN, the KBI Help Desk will be able to assist your agency.
3. For Firewall-to-Firewall VPN, request to be transferred to the KBI Information Security Office for assistance.

##### If you are experiencing livescan problems, please contact your livescan vendor:

- Cross Match Customer Support: (866) 276-7761.
- L1-Identity Solutions/IDENTIX/MorphoTrust Customer Support: (888) 435-7439
- IDEMIA (formerly MorphoTrak) Customer Support: (800) 734-6241
- DataWorks Plus Customer Support: (866) 632-2780, ext.3

##### Other Questions or Issues:

- For DigiScan Web or MorphoIdent related problems, please contact the IDEMIA (formerly MorphoTrak) Customer Support: (800) 734-6241.
- If you are experiencing connectivity issues with the KBI AFIS or have questions about how to access the KBI AFIS messages sent to the KCJIS (Open Fox) terminals, please contact the KBI Help Desk at (785) 296-8245.
- If you have any questions related to fingerprint records submitted from a livescan, please contact the KBI Identification Unit at (785) 296-4038.
- If you have any questions related to Civil (Applicant) records, please contact Tina Ortega at (785) 296-4483, [tina.ortega@kbi.ks.gov](mailto:tina.ortega@kbi.ks.gov) or call (785) 296-4038.
- If you have questions related to charges listed in the statute File, please contact Talisha Drew at (785) 296-8274, [talisha.drew@kbi.ks.gov](mailto:talisha.drew@kbi.ks.gov).

#### NLETS – GVQ/GVR Implemented

NLETS released the new VIN Assist Service. The VIN Assist capability provides Nlets users with information about a vehicle based on the decoding of the VIN. The VIN assist transaction will leverage data provided by the National Highway Transportation Safety Administration Service. This capability will utilize the Nlets GVQ transaction destined to NL (Nlets) searching on the VIN.

When sending a GVQ the destination code NL is automatically set. By searching on VIN, users will receive specific vehicle details such as vehicle type, vehicle make, vehicle model, model year and much more. More information on the GVQ can be found on the Nlets Wiki site (<http://wiki.nlets.org>)

OpenFox users can access this form through the NLETS Miscellaneous Transactions – VIN Check Query, or by typing GVQ in your OpenFox command line.

**NEWS FROM THE KBI HELP DESK, CONTINUED****JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI****LEEP – JusticeConnect Chat**

LEEP is excited to announce the addition of a new, secure instant messaging feature, JusticeConnect Chat. JusticeConnect Chat is available to users through the JusticeConnect service located on LEEP. This easy-to-use, web-based, instant messaging tool is available from any computer used to access LEEP.

JusticeConnect Chat enhances the online collaboration currently available through JusticeConnect. Use JusticeConnect Chat with coworkers, as well as other law enforcement and criminal justice partners. Group chats, bulk messaging, and secure file transfer are some of the features that can be used to facilitate teamwork and increase productivity. Chat can be used simultaneously with other services on LEEP.

JusticeConnect Chat is located in the lower right-hand corner of the JusticeConnect service. Join the thousands of users already using JusticeConnect for information sharing and collaboration. For more information or assistance with JusticeConnect Chat, contact the LEEP Help Desk at (888) 334-4536 or [helpdesk@leo.gov](mailto:helpdesk@leo.gov).

**How Do You Run...****An OLN for Someone From Another Country e.g. Honduras?**

This was a recent question asked of NLETS and this is their response. You could use the IAQ key to destination AX (Law Enforcement Support Center). It has option for OLN/. You may also use the miscellaneous number (MNU) in the IAQ.

[http://wiki.nlets.org/index.php/Section\\_19: Immigration Alien Transactions](http://wiki.nlets.org/index.php/Section_19: Immigration Alien Transactions)

You might also try an IPQ to IP (Interpol) on NAM/ and DOB/.

[http://wiki.nlets.org/index.php/Section\\_35: Interpol Transactions](http://wiki.nlets.org/index.php/Section_35: Interpol Transactions)

**A PWR (Power) Tag?**

When running a Kansas PWR (Power) or Apportioned license tag, please use the KAQ (Kansas Apportioned Query) which is located on the KDOR form. You do not need to add "PWR" when running the query, but you will need to include the registration year in your query. Remember, if you do not get a return, you can retry using the year before or the year after. The Kansas Car Stop (KCS) will not return the information for in-state queries.

For out of state apportioned or PWR tag queries, you can use the KCS or the RQ (NLETS Vehicle Registration Query) message key.

**KIBRS KORNER****SHANNON DOMINGO, PROGRAM CONSULTANT KBI****Contact Updates**

Many agencies have had a lot of staff turnover or transitions recently. We would like to request updated contact information from your agency for our records.

There have been some staffing changes in the Incident Based Reporting unit. Listed below are the current contacts for our unit –

**Dana Griffith—Program Consultant**

[Dana.Griffith@kbi.ks.gov](mailto:Dana.Griffith@kbi.ks.gov)

**Stacie Bolyard—Administrative Specialist**

[Stacie.Bolyard@kbi.ks.gov](mailto:Stacie.Bolyard@kbi.ks.gov)

**Bill Reid—Research Analyst**

[Bill.Reid@kbi.ks.gov](mailto:Bill.Reid@kbi.ks.gov)

**Mitch Beemer—Unit Manager**

[Mitch.Beemer@kbi.ks.gov](mailto:Mitch.Beemer@kbi.ks.gov)

**IBR Help Line—(785) 296-4373**

[IBRsupport@kbi.ks.gov](mailto:IBRsupport@kbi.ks.gov)

**Tips**

- A common error we see on offense reports is that the statute listed is no longer in effect. When choosing the statute violation, please choose the appropriate updated statute for that offense by ensuring the discontinued date is blank. Email Shannon or Dana with a request for the current KIBRS Statute File to aid in locating the correct statute.
- Many agencies have questions regarding *Criminal Use of a Financial Card*.
  - There will usually always be three victims –
    - Card Holder
    - Card Acceptor
    - Card Issuer
  - Each time the card is used, a separate incident will be reported.



## OFFENDER REGISTRATION

### BROOKLYNN GRAVES, OFFENDER REGISTRATION MANAGER KBI

The Offender Registration unit has now incorporated monthly webinar trainings so that we are able to get new users trained as thoroughly as possible while limiting the amount of travel. If your agency would like to attend a training, please reach out to your KBI regional contact for scheduling. Please remember that in order for a new user to obtain standard access to KsORT, training must be completed. You can find a schedule of trainings on pages 2 and 3 of this newsletter.

**Brooklynn Graves—Unit Manager**

[Brooklynn.Graves@kbi.ks.gov](mailto:Brooklynn.Graves@kbi.ks.gov)

(785) 296-8277

**Cassidy Sands—Program Consultant**

[Cassidy.Sands@kbi.ks.gov](mailto:Cassidy.Sands@kbi.ks.gov)

(785) 296-0779

**Ryan Hansen—Program Consultant**

[Ryan.Hansen@kbi.ks.gov](mailto:Ryan.Hansen@kbi.ks.gov)

(785) 296-1005

**Offender Registration Help Line**

[registeredoffender@kbi.state.ks.us](mailto:registeredoffender@kbi.state.ks.us)

(785) 296-4038

## A NOTE FROM THE KCJIS COMMITTEE

Upcoming conferences of interest:

- KEMA Conference—September 10-13, Ramada Convention Center, Topeka
- Fall APCO Conference—October 7-9, Prairie Band Casino, Mayetta
- Fall KCDA Conference—October 21-22, location TBD, Wichita
- Fall KSA Conference—November 5-7, KS Star Casino, Mulvane

The Kansas Criminal Justice Information System (KCJIS) Committee would like to hear from you. We would like to showcase the good work your staff and your agency do every day in this quarterly newsletter. If you have something to share, please submit your story to David Marshall, Director of the KCJIS Committee at [david.t.marshall@ks.gov](mailto:david.t.marshall@ks.gov) to let us know how you used CJIS information to close a case, successfully prosecute a case, assist the public, etc. We would love to hear from you!





The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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#### KANSAS BUREAU OF INVESTIGATION

Jessica Crowder  
Newsletter Editor  
1620 SW Tyler  
Topeka, KS 66612  
(785) 296-8338  
Jessica.Crowder@kbi.ks.gov